



## **ACCOMMODATIONS INVENTORY FORM**

Property Name: \_\_\_\_\_

Primary Address *(must be a physical address)*: \_\_\_\_\_

City: \_\_\_\_\_ State: NC Zip *(Five Digit)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Toll-Free Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Property Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

General Contact: \_\_\_\_\_

Contact email: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Year facility opened: \_\_\_\_\_ ADA accessible: \_\_\_\_\_

Rate Range: min. \_\_\_\_\_ max. \_\_\_\_\_ suite \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Number of Suites: \_\_\_\_\_

AAA Rating? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what is your rating? \_\_\_\_\_

Min # to Qualify for Group Rate: \_\_\_\_\_

Description: *(50 - 150 words. Copy will be used for visitor marketing materials and website)*

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**ACCOMMODATIONS AMENITIES AVAILABLE: CIRCLE AS MANY AS APPLY:**

Air-Conditioning	Bicycle Trail – Off-Road
Bicycle Trail – On-Road	Child Care / Babysitting Available Children
Welcome/Manager's Reception	Children of Certain Age Only
Children's Activities	Coffee Maker
Complimentary Continental Breakfast	Complimentary Full Breakfast
Concierge Service	Elevator
Exercise / Fitness Room	Fireplace in Room
Free Parking	Game Room
Gift / Retail Shop	Golf Package Available
Handicap Accessible	Hiking Trail
Hot Tub in Room	Hot Tub on Property
Internet Access	Internet Access – High Speed
Internet Access– Wireless	Laundry
Member – NC Bed & Breakfasts and Inns	Microwave in Room
Pet Friendly	Playground
Refrigerator in Room	Rental Equipment Available
Restaurant on Site	Sauna
Shuttle Service	Smoking/Non-Smoking Rooms
Spa Facilities	Swimming – Outdoor Pool
Swimming – Indoor Pool	Television
Tennis Privileges	Valet Service

**AMENITIES FOR GROUP TOUR ROOM BLOCKS: CIRCLE AS MANY AS APPLY**

Accepts Major Credit Cards	Accepts Company Checks
Accepts Company Debit Cards	Baggage Handling Available
Comp. Room Policy	Group Rate Available
Location – Downtown	Location – Interstate
Motorcoach Parking	Private Area for Groups
Reservation Deposit Required	Tour Group Check-In
Tour Group Welcome Reception	
Min # to Qualify for Group Rate: _____	

\*Please attach any brochures, information on packages, special events, or group itineraries.

Thank you for filling out this form and return by **February 28, 2011**.  
Please return this form to Donna Bailey-Taylor,  
DBTconsulting, 103 Colonade Ct., Benson, NC 27504  
or email to: [donna@dbtconsulting.com](mailto:donna@dbtconsulting.com)